



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

February 4, 2022

**REGIONAL MEMORANDUM**

No. **088**, s. 2022

**UPDATED DATASETS ON REPORTED GSIS PREMIUM DEFICIENCIES FOR RECONCILIATION**

To: Schools Division Superintendents  
School Heads of Implementing Units-Secondary Schools (IU-SS)  
Technical Working Groups for Reconciliation of GSIS Premium Deficiencies at the  
Central, Regional, and Schools Division Offices and IU-SS  
All Others Concerned

1. Attached is Memorandum OUF-2022-0042 dated January 24, 2022 with the subject: **Updated Datasets on Reported GSIS Premium Deficiencies for Reconciliation.**
2. The procedure on how to fill up the template is attached to this memorandum. However, the TWGs of the schools divisions and IU-SS are not precluded to strategize in the filling up of the datasets as long as the required information are present and the column headers for consolidation are not affected. The softcopy of the datasets shall be sent to the respective email addresses of the division.
3. Deadline of submission of the accomplished datasets to this Regional Office through email address: **payroll.region8@deped.gov.ph** shall be on or before **February 23, 2022** for consolidation before submission to the DepEd Central Office.
4. Immediate dissemination of and compliance with this Memorandum are desired.

**EVELYN R. FETALVERO, CESO IV**

Regional Director

Enclosure: As stated

Reference: As stated

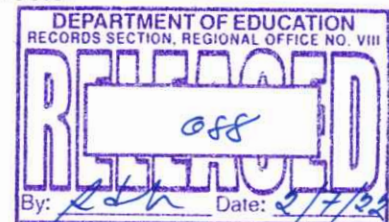
To be indicated in the Perpetual Index  
under the following subjects:

DATASETS

DEFICIENCIES

GSIS

RECONCILIATION



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 REGIONAL OFFICE  
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 SIGNATURE: *[Signature]*



Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR FINANCE

OFFICE OF THE DIRECTOR IV  
 31 Jan 2022 2:01  
 30 FEB 2022 4:12  
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 DEPARTMENT OF EDUCATION  
 RECORDS SECTION  
 JAN 30 2022  
 BY: *[Signature]* TIME: 12:15  
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**MEMORANDUM**  
**OUF-2022-0042**

**TO :** REGIONAL DIRECTORS  
 SCHOOLS DIVISION SUPERINTENDENTS  
 SCHOOL HEADS OF IMPLEMENTING UNITS- SECONDAR SCHOOLS  
 (IU-SS)  
 TECHNICAL WORKING GROUPS FOR RECONCILIATION OF GSIS  
 PREMIUM DEFICIENCIES AT THE CENTRAL, REGIONAL, AND  
 SCHOOLS DIVISION OFFICES AND IU-SS  
 ALL OTHERS CONCERNED

**FROM :** *[Signature]*  
 ANNALYN M. SEVILLA  
 Undersecretary for Finance

*[Signature]*  
**WILFREDO E. CABRAL**  
 Director IV, DepEd National Capital Region  
 Undersecretary for Human Resource and Organizational Development - OIC

**SUBJECT :** UPDATED DATASETS ON REPORTED GSIS PREMIUM DEFICIENCIES  
 FOR RECONCILIATION

**DATE :** January 24, 2022

- For your guidance and information, the Government Service Insurance System (GSIS)-Main Office provided this Department specifically the Technical Working Group (TWG) Secretariat of the updated data sets on the reported GSIS premium deficiencies for reconciliation per region, enumerated as follows:

Dataset	Duration
1	July 1997 to December 2010
2	January 2011 to September 2019
3	October 2019 to December 2021

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 1/31/22

2. To address the matter, the Bureau of Human Resource and Organizational Development-Personnel Division (BHROD-PD) has provided the template to be utilized in the reconciliation thereof. The template will be disseminated by the DepEd CO-TWG Secretariat to the Regional Chiefs of Administrative Division, for further dissemination to the schools divisions and implementing unit secondary schools under their respective jurisdictions.
3. The procedure on how to fill up the template is attached to this memorandum for your reference (see Annex A). Nonetheless, the TWGs at the regional, schools divisions, and IU-SS are not precluded to strategize the filling up of the datasets as long as the required information are present and the column headers for consolidation are not affected.
4. The RO-TWGs shall be responsible in the dissemination and consolidation of the accomplished datasets under their respective jurisdiction. Deadline for submission of the regional outputs is **on or before February 28, 2022**, to be sent thru email (as google document), including queries and clarifications to DepEd-CO TWG Secretariat at [fs.eamd@deped.gov.ph](mailto:fs.eamd@deped.gov.ph).
5. Immediate compliance to this memorandum is hereby directed.



**PROCEDURE IN THE ACCOMPLISHMENT OF THE TEMPLATE ON RECONCILIATION OF REPORTED PREMIUM DEFICIENCIES**

Attachment to OUF Memo No. 2022-0042

**I. MATCHING OF NAMES OF EMPLOYEES WITH REPORTED GSIS PREMIUM DEFICIENCIES**

COLUMN	PROCESS	DROPDOWNS ( <i>Response Selection</i> )
AW	Match the names of employee's GSIS BP Number in the GSIS dataset vs. latest payroll masterfile	<ul style="list-style-type: none"> <li>• Found</li> <li>• Not Found</li> </ul>
AX	<p>If Found in the Masterfile, please select Not Applicable and proceed to reconciliation process (Column BE)</p> <p>If Not Found in the Masterfile, match GSIS dataset with the latest PSIPOP using Full Name and Birthdate.</p>	<ul style="list-style-type: none"> <li>• N/A (Found - Masterfile)</li> <li>• Found</li> <li>• Not Found</li> </ul>
AY	<p>If Found in the PSIPOP, proceed to reconciliation process.</p> <p>If Not Found in the PSIPOP:</p> <ol style="list-style-type: none"> <li>a. Select in the drop down the noted discrepancy, if any. In case of 2 or more discrepancies, click "Multiple Deficiencies"</li> <li>b. If GSIS error, prepare corresponding Form "E" (ex. name, birthdate etc.)</li> <li>c. If DepEd error, update/correct DepEd Records</li> </ol>	<ul style="list-style-type: none"> <li>• None (Found-Masterfile)</li> <li>• Not Found in the PSIPOP</li> <li>• BP Number (Found - PSIPOP)</li> <li>• Name/Middle Initials (Found-PSIPOP)</li> <li>• Date of Birth (Found - PSIPOP)</li> <li>• Multiple Discrepancies (Found-PSIPOP)</li> </ul>
AZ	For cases of with Multiple Discrepancies, encode the noted discrepancies. Use the dropdown in Column AY as basis	Encode the noted discrepancies
BA	Check Status of Employment of the employee, whether Active or Inactive	<ul style="list-style-type: none"> <li>• Active (Found - Masterfile)</li> <li>• Active (Transferred from other station/agency)</li> <li>• Inactive (Resigned)</li> <li>• Inactive (Retired)</li> <li>• Inactive (Drop from the rolls)</li> <li>• Inactive (Transferred to other agency)</li> </ul>

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**II. ACTION TO BE TAKEN ON FINDINGS UNDER PART I ABOVE (BY HR)**

COLUMN	PROCESS	DROPDOWNS ( <i>Response Selection</i> )
BB	<p>Choose among the dropdowns the appropriate action to be done by the HR</p> <ul style="list-style-type: none"> <li>• If N/A, proceed to Column BE</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> <li>• Prepare and submit appropriate ARA to GSIS, if found with discrepancies as to the name and middle initials, BP No. and Date of Birth</li> <li>• <b>For Prior Years Inactive (Resigned, Retired, Drop from the Roll)</b> - Prepare and submit summary report to GSIS similar to Form D</li> <li>• Prepare and submit appropriate ARA to GSIS</li> <li>• <b>For Prior Years Inactive (Resigned, Retired, Drop from the Roll)</b> - Prepare and submit summary report to GSIS similar to Form D</li> <li>• Prepare report and refer to other agency for reconciliation (Transferred from other station/agency)</li> </ul>
BC	<p>Monitor the status of updating by the GSIS based on the action made by the HR in Column BB</p> <ul style="list-style-type: none"> <li>• If N/A and already updated, proceed to Column BE</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> <li>• <b>Ongoing</b> - if not yet updated by GSIS</li> <li>• <b>Updated</b> - in case confirmed that the forms/reports submitted are already acted upon by the GSIS</li> </ul>
BD	<p>Monitor the status of the action taken by the former office/school of the employee</p> <ul style="list-style-type: none"> <li>• If N/A and already updated, proceed to Column BE</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> <li>• <b>Ongoing</b> - if not yet updated by the former office/school</li> <li>• <b>Reconciled</b></li> </ul>

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**III. RECONCILIATION PROCESS FOR ACTIVE PERSONNEL**

<b>COLUMN</b>	<b>PROCESS</b>	<b>DROPDOWNS (Response Selection)</b>
<b>BE</b>	Check Monthly Salary and Effectivity Date from GSIS Records vs Service Records	<ul style="list-style-type: none"> <li>• <b>Matched</b></li> <li>• <b>Unmatched</b></li> </ul>
<b>BF</b>	Choose in the dropdown the corresponding action to be taken for Matched and Unmatched names in Column BE	<ul style="list-style-type: none"> <li>• <b>Matched</b> - Proceed to Computation of Premium</li> <li>• <b>Unmatched</b> - Prepare and submit ARA Form C</li> <li>• <b>Unmatched</b> - DepEd to prepare updated/corrected Service Record</li> </ul>
<b>BG</b>	Monitor the status of updating by the GSIS based on the action made by the HR in Column BF	<ul style="list-style-type: none"> <li>• <b>N/A</b> - if will be directed for reconciliation</li> <li>• <b>Ongoing</b> - if not yet updated by GSIS</li> <li>• <b>Updated</b> - in case confirmed that the forms/reports submitted are already acted upon by the GSIS</li> </ul>
<b>BH</b>	Encode amount of Monthly Basic Salary (MBS) or Adjusted Monthly Basic Salary (AMBS) as of the Due Month reflected in the dataset	No dropdown
<b>BI</b>	Will automatically compute for the amount of Premium for Government Share (GS) once the MBS OR AMBS of the employee is encoded in Column BH  Formula:  GS = MBS or AMBS multiplied by 12%	No dropdown
<b>BJ</b>	Will automatically compute for the amount of Premium for Personal Share (PS) once the MBS OR AMBS of the employee is encoded in Column BH  Formula:  PS = MBS or AMBS multiplied by 9%	No dropdown
<b>BK</b>	Will automatically compute for the amount of government Employees Compensation (EC) once the MBS OR AMBS of the employee is encoded in Column AU  Formula: 1% of basic monthly salary but shall not be higher than Php 100 (maximum)	No dropdown

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Attachment to OUF Memo No. 2022-0042

<b>COLUMN</b>	<b>PROCESS</b>	<b>DROPDOWNS (Response Selection)</b>
<b>BE</b>	Check Monthly Salary and Effectivity Date from GSIS Records vs Service Records	<ul style="list-style-type: none"> <li>• Matched</li> <li>• Unmatched</li> </ul>
<b>BF</b>	Choose in the dropdown the corresponding action to be taken for Matched and Unmatched names in Column BE	<ul style="list-style-type: none"> <li>• Matched - Proceed to Computation of Premium</li> <li>• Unmatched - Prepare and submit ARA Form C</li> <li>• Unmatched - DepEd to prepare updated/corrected Service Record</li> </ul>
<b>BL</b>	Note for the Findings on GS if already: <ol style="list-style-type: none"> <li>1. Remitted;</li> <li>2. Not Remitted;</li> <li>3. Partially Remitted - in case the amount remitted falls short of the computed GS premium</li> <li>4. For Reversion - if for deletion in the dataset</li> </ol>	<ul style="list-style-type: none"> <li>• Remitted</li> <li>• Unremitted</li> <li>• Partially Remitted</li> <li>• For Reversion</li> </ul>
<b>BM</b>	Encode the amount remitted for GS	No dropdown
<b>BN</b>	Encode the amount Partially Remitted for GS	No dropdown
<b>BO</b>	Encode the amount Not Remitted for GS	No dropdown
<b>BP</b>	Encode the amount for Reversion for GS	No dropdown
<b>BQ</b>	Encode the amount for No Records Found for GS	No dropdown
<b>BR</b>	Note for the Findings on PS if already: <ol style="list-style-type: none"> <li>1. Remitted;</li> <li>2. Not Remitted;</li> <li>3. Partially Remitted - in case the amount remitted falls short of the computed PS premium</li> <li>4. For reversion - if for deletion in the dataset</li> </ol>	<ul style="list-style-type: none"> <li>• Remitted</li> <li>• Unremitted</li> <li>• Partially Remitted</li> <li>• For Reversion</li> </ul>
<b>BS</b>	Encode the amount remitted for PS	No dropdown
<b>BT</b>	Encode the amount Partially Remitted for PS	No dropdown
<b>BU</b>	Encode the amount Not Remitted for PS	No dropdown
<b>BV</b>	Encode the amount for Reversion for PS	No dropdown
<b>BW</b>	Encode the amount for No Records Found for PS	No dropdown
<b>BX</b>	Choose from the dropdown the appropriate action to be made by HR	<ul style="list-style-type: none"> <li>• Prepare Summary of Remitted Premium (GS &amp; PS)</li> <li>• Prepare Summary of Unremitted Premium - Deducted from the Payroll</li> <li>• Prepare Salary Adjustment</li> </ul>

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<b>COLUMN</b>	<b>PROCESS</b>	<b>DROPDOWNS (Response Selection)</b>
<b>BE</b>	Check Monthly Salary and Effectivity Date from GSIS Records vs Service Records	<ul style="list-style-type: none"> <li>• <b>Matched</b></li> <li>• <b>Unmatched</b></li> </ul>
<b>BF</b>	Choose in the dropdown the corresponding action to be taken for Matched and Unmatched names in Column BE	<ul style="list-style-type: none"> <li>• <b>Matched</b> - Proceed to Computation of Premium</li> <li>• <b>Unmatched</b> - Prepare and submit ARA Form C</li> <li>• <b>Unmatched</b> - DepEd to prepare updated/corrected Service Record</li> </ul>
		<ul style="list-style-type: none"> <li>• Prepare Summary for Reversion (PS &amp; GS)</li> <li>• Prepare Summary of Unremitted Premium - Not Deducted from the Payroll</li> <li>• Prepare Summary of No Records Found (GS &amp; PS)</li> </ul>
<b>BY</b>	GSIS eBCS Summary of Totals  Please enter Reference No. and Date.	No dropdown
<b>BZ</b>	Encode Official Receipt (OR) No.  Please enter OR No.	No dropdown
<b>CA</b>	Encode Date of OR issued  Please enter Date of OR.	No dropdown
<b>CB</b>	Scanned Copy (jpeg)  Filename: OR No. and Date	No dropdown
<b>CC</b>	Remarks	No dropdown